



# Now Hiring!

## Construction Inspector

### Salary Range 23

Annual: \$47,709 - \$57,253

Hourly: \$22.94 - \$27.53

#### **Job Summary:**

Under the general direction of the Asset Management Coordinator, inspect and assist with technology projects related to quality control, inspection, and management of water meters, water distribution and wastewater collection system installation and repairs, streets and drainage construction and maintenance. This position requires a highly-motivated self-starting individual, with excellent computer skills, ability to observe and document progress on construction projects, and superior verbal and written communication skills.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Inspect construction activities for conformance with approved plans, specifications, and standards, and document progress on multiple simultaneous construction projects.
- Ability to conduct infrastructure testing and inspections by following design standards minimum requirements for City of Ennis Public Works projects.
- Participate in the development and implementation of policies and procedures that ensure the accuracy of GIS information input and maintenance for water, wastewater, street and storm drainage systems.
- Knowledge of the occupational hazards involved with providing inspection services and required safety precautions.
- Collect GPS coordinates with Geo7x during construction for all public infrastructure fittings, valves, MH's, service taps, signs, lighting, conduit, storm drains, etc.
- Use GPS Pathfinder Office to send collected data and coordinates to GIS firm as well as create/edit data dictionaries for City infrastructure.
- Evaluate data to ensure the data quality and accuracy.
- Exceptional working knowledge in the use of computers, including word processing, spreadsheets, project management, and database software.
- Provide technical support and training for GIS software and related hardware for City Staff.
- Perform complex analysis using the GIS to provide information and solve problems.
- Interface with other City departments, outside agencies and consulting firms as necessary to complete assignments.
- Assist in digital documentation and maintaining records of Public Works activities and functions.
- Manages assigned projects and provides information and assistance to the City staff with minimal oversight.
- Provide troubleshooting and maintenance for AMI Metron Farnier water meters as well as the ability to navigate and understand Waterscope.
- Performs other duties as assigned or requested.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Computer Science, Engineering, Information Science, or related field from an accredited school or university is preferred. Relevant experience may be substituted for a degree.

**Skill in:**

- Use of Microsoft Word and Excel and Operating standard office equipment and a variety of software applications.
- Remaining current with new technology and participate in continuing education.
- Preparing detailed and comprehensive reports and communicating clearly and concisely, both orally and in writing.
- Review and comprehension of Construction drawings and specifications and standards to document and ensure conformance of work during construction inspections.

**Special Requirements:** Possess a valid Texas Class C driver's license. Ability to obtain Water and Wastewater Certifications.

**Physical Demands / Work Environment:**

- Standard office environment, occasional exposure to environmental hazards and weather.
- Ability to sit, stand, and walk on uneven or unfinished surfaces at construction sites or industrial facilities.
- Safe operation of a government vehicle.

**To Apply:**

Download the City of Ennis application online at:

<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications maybe e-mailed to [humanresources@ennistx.gov](mailto:humanresources@ennistx.gov) or faxed to (972) 875-2301.

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